### The One with the List

II International Training Meeting 1st - 4th of September 2022





## IT'S STUDENT HUNTING TIME !!!!!!!





### Plan of the Workshop

- 1. What is Student Hunting?
- 2. When is the Student Hunting Period?
- 3. How to conduct Student Hunting?
- 4. The Verification process
- 5. A word about Matching
- 6. Questions





# What is Student Hunting?

### What is Student Hunting?

Student Hunting refers to the promotion of ELSA Traineeships to both law students and young lawyers, and the encouragement of applications. SH is conducted on local, national and international levels. There is one External SH Deadline and one Internal SH Deadline per Cycle



### When is the Job Hunting period?

### 1st Cycle:

- Launch → 16th of November 2022
- External SH Deadline → <u>5th of December 2022</u>
- Internal SH Deadline → 9th of December 2022

### 2nd Cycle:

- Launch → <u>11th of April 2023</u>
- External SH Deadline → <u>3rd of May 2023</u>
- Internal SH Deadline → 8th of May 2023



## **How to conduct Student Hunting?**





### **How to conduct Student Hunting?**

- 1. Organise events to give information about the programme
  - a. Info-sessions
  - b. Information in auditorium between two courses
  - c. Information during events of other areas
- 2. Use different materials to have a useful promotion
  - a. Marketing kit of ELSA International
  - b. Videos, pictures, Q&A on social medias
  - c. Flyers, posters in your university
- 3. Talk about it with the people you know



### The Verification process

#### The TAF

The Traineeships Application Form is the form filled in by the Students to apply for ELSA Traineeships. It can be found online on the <u>ELSA Officers Portal</u> when the Cycle is launched.

#### What is your job as ELSA Officers?

Local Level	National Level	International Level
<ul><li>Help the students with their application</li><li>Correct the TAF</li></ul>	<ul><li>Correct the TAF of all your LGs</li><li>Contact them if necessary</li></ul>	<ul><li>Correct the TAF of all the NGs</li><li>Matching</li></ul>



### **Verification process**

Tips&Tricks : DON'T WAIT THE LAST MINUTE TO CORRECT YOUR APPLICATIONS

ightarrow Same deadline for LGs and NGs to correct the applications

o If LGs are late o NGs will be late o EI is late o Lack of sleep, overwhelming, TNPs not happy

# RESPECT THE DEADLINES

### The Verification process

How to correct an application?

- 1. Check the TSF to have all the information about the Traineeship Provider
- 2. Check the SAF on the SOS
  - a. Ask the credentials to your predecessor
  - b. If you don't have them, send an email to ELSA International
    - i. <u>professionaldevelopment@elsa.org</u>
    - ii. <u>director.traineeships@elsa.org</u>
  - c. Go to the website <a href="https://traineeships.elsa.org/login">https://traineeships.elsa.org/login</a> and log in

Do you know why the abbreviation of the STEP Online System is SOS?



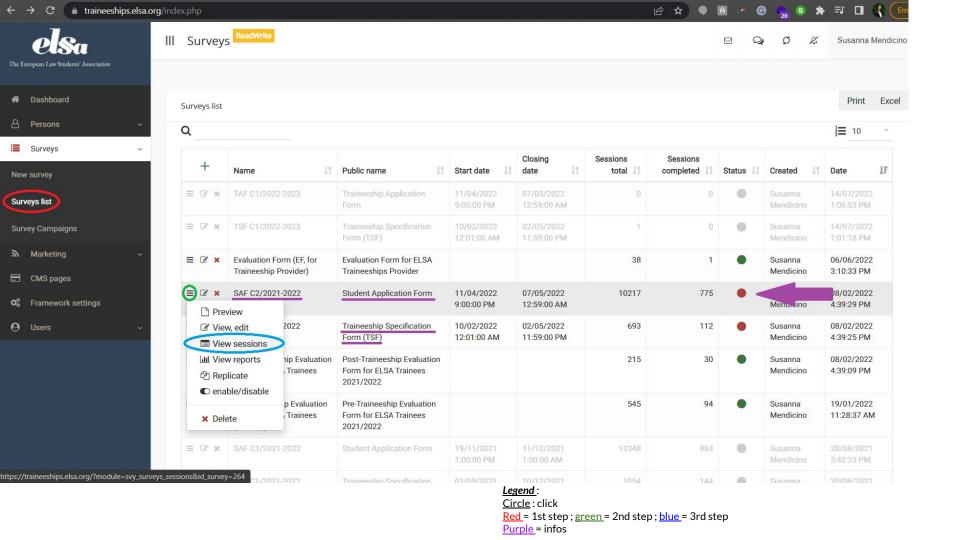
## The Verification process: the SOS

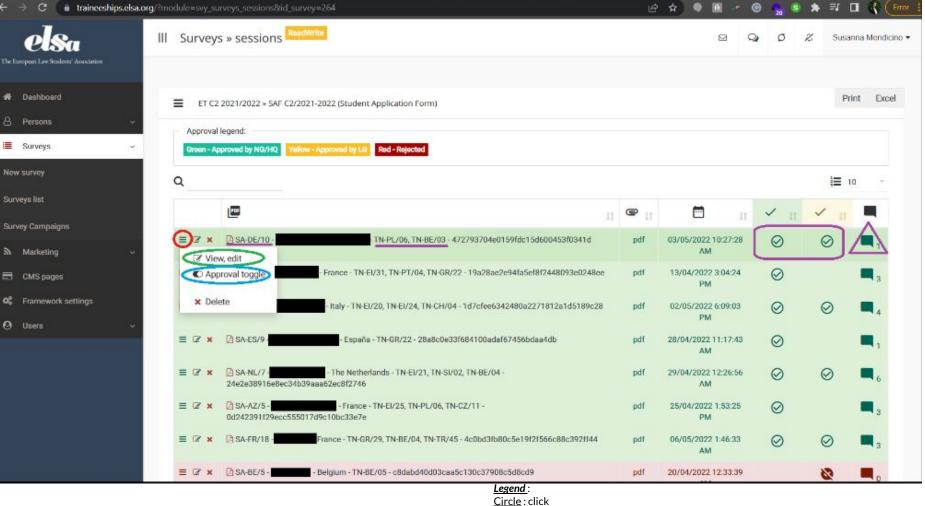
### Because it is awful to use !!!!





But no worries, here is an explanation...





<u>Circle</u>: click <u>Red</u> = 1st step; <u>green</u> = 2nd step; <u>blue</u> = 3rd step <u>Purple</u> = infos

What?	Why?	How?	
ELSA member	Only ELSA members may apply for STEP. <sup>1</sup>	Consult your Group's membership database.	
Internationality	Applicants may apply for max. three STEP Traineeships that must be "international", i.e. there must exist no "substantial link". <sup>2</sup>	Check where the STEP Traineeships chosen take place and whether a "substantial link exists".	
Educational level	The minimum level required by the TNP must be met by the indicated start date.	Request for academic transcripts or other proof of graduation/enrolment.	
Languages	The minimum level required by the TNP must be met.	Request for certificates and/or conduct tests.	
Legal skills  At least 60% of the legal skills required by the TNP must be me		Request for academic transcripts or other proof of coursework, work experience	
Motivation letter	Applicants must write a customised motivation letter in English for each chosen STEP Traineeship.	Read through the motivation letter(s) and give constructive comments if necessary. <sup>4</sup>	

### 3.3 Ranking criteria during Matching

Points	1	2	3	4	5
Motivation letter (ML)	No ML <sup>6</sup>	Poor ML <sup>7</sup>	Basic ML <sup>8</sup>	Good ML <sup>9</sup>	Strong ML <sup>10</sup>
CV	No CV <sup>11</sup>	Poor CV <sup>12</sup>	Generic CV <sup>13</sup>	Good CV <sup>14</sup>	Strong CV <sup>15</sup>
Legal skills <sup>16</sup>	0% match	1/4 match	½ match	3/4 match	100% match
	2/8	3/8	4 / 8	5/8	
	1.5 / 7	2.5 / 7	3.5 / 7	4.5 / 7	
	1/6	2/6	3/6	4/6	
	0.5 / 5	1.5 / 5	2.5 / 5	3.5 / 5	
		1/4	2/4	3 / 4	
		0.5 / 3	1.5 / 3	2.5 / 3	
			1/2	2/2	]
			0.5 / 1	1/1	

### The Verification process

Tips&Tricks: use a list or an excel sheet to have a better correction

Tips&Tricks: be systematic  $\rightarrow$  always use the same method, in the same order, to be sure to not forget anything

Tips&Tricks: if there is something specific about the application, write a comment

New Verification and Matching guidelines will be shared with the Network very soon!



### **Questions?**



